



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

CITY OF SCRANTON OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT

Redevelopment Specialist

GENERAL DESCRIPTION

The Redevelopment Specialist supports the Executive Director / Deputy Director in the development and Implementation of all OECD Federal/State-funded programs. The position works with the OECD Staff, Community Partners, Governmental entities, and others associated with redevelopment, community, and economic development initiatives.

DUTIES AND RESPONSIBILITIES

- HUD Yearly Action Plan- Public Service projects
- Budget Management for assigned Public Service Projects
- CDBG Public Service Programs
- Community Engagement
- HUD COVID Action Plan – Special Projects
- Blight/ Demolition
- Research and compile data relative to the support of new and existing community/ redevelopment programs.
- Assist in the monitoring and compiling of data for the preparation of the Department of Housing and Urban Development (HUD) reports
- Special Projects
- Data entry in IDIS system
- Open Gov system
- RFPs/ bidding
- Program compliance
- IDIS
- Purchase Orders
- Attend training
- Document Archiving
- Other duties as assigned

REQUIRED TRAINING, EXPERIENCE, KNOWLEDGE, SKILL, AND ABILITY:

- Public policy, planning, economics, community development and/or political science coursework.
- Familiar with Federal & State Economic Development and Housing programs
- Ability to accurately deal with difficult situations and to work in a Team environment.
- Excellent communication skills (written and oral).
- Proficient computer skills in Word, Excel, and PowerPoint.



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The Redevelopment Specialist must attain residence in the City of Scranton within six (6) months from the date of their appointment, proven by deed, rent receipt, lease, and/or utility bills. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.